

Accounting Setup Guide

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Getting Started with Icon Systems Accounting

*** The following document was written by Icon Systems, an accounting software company, on how to set up the accounting module. It is the organization's responsibility, along with their CPA, to interpret these instructions and determine how to use the software to get the desired results to ensure proper setup. Proper account setup will impact the type of information available, accuracy, tax reporting requirements, and ease of use within the software.***

This guide is very in-depth and explains how the system works in detail. We recommend reading it in full. The numbered items in blue text are the [step-by-step instructions](#) to set up your accounting. Sections of [additional information](#), outlined in orange, will also be included along the way. The additional information is helpful knowledge that is not required to set up the system but will be very useful in implementing Icon's Accounting. Check out our YouTube video series that walks through the accounting setup: [Click Here](#).

We also highly recommend reading our [free e-book on fund accounting to understand fund accounting concepts](#).

1. Setup the Organization's Information

- Go to Settings → Setup → Church Information.
- Select the starting month from the 'First Month in Fiscal Year' drop-down field. For example, it would be January if you are on a calendar year. If your fiscal year goes from July to June, it would be July.
- Enter the 'Beginning Balance Date'.
 - If the fiscal year is Jan. to Dec. and you are beginning the system on Jan. 1st, 2026, set the date to Dec. 30th, 2025. You want to leave one day in the previous year (Dec. 31st) to input uncleared transactions before the new year 2026 starts.
 - If the fiscal year is July to June, and you begin the system on July 1st, 2026, the date should be set to June 29th, 2026. You want to leave one day in the previous fiscal year (June 29th) to input uncleared transactions before the new year 2026 starts. In this scenario, the fiscal year 2026 starts on July 1st, 2025, and ends on June 30th, 2026.
 - Another scenario is starting the system somewhere mid-year. For example, your fiscal year is January through December, but you will begin using the accounting on April 1st, 2026. In this case, your beginning balance date would be March 30th, 2026. Again, you want to leave one day in the previous month (March 31st) to input uncleared transactions before the new month starts on April 1st, 2026. **Note:** In this scenario, the organization would not have any detailed account activity from Jan to March.
- Next, select the 'Reversing Journal Type' (Reverse Journal, Zero Journal or Delete Journal).



First Month in Fiscal Year January ▼

Beginning Balance Date 12/30/2025

Reversing Journal Type Reverse Journal ▼

First Month for Giving FY Reverse Journal

Zero Journal

Delete Journal

- Reverse Journal: This option leaves the original journal as is and creates a new one, negating the entries of the original journal.
- Zero Journal: This option zeros the amount fields of the original journal and adds a notation that the journal was reversed, who reversed it, and the date it was reversed.
- Delete Journal: This option is the default. It will physically remove the original journal from the system and enter a notation in the transaction log file. However, this transaction will still appear in the Audit Log as deleted under General-Ledger → GL → Audit Log.
- This window also allows you to input the organization's name, address, and other information used throughout the system. Please complete this information and be sure to click 'Save.'

2. User Settings

- Go to Settings → Preferences → User Settings.
- Set the 'Fiscal Year to work with' to the fiscal year you will enter the beginning balances.
- Ensure 'View Accounting' is set to 'YES,' then click the save button at the bottom.

Fiscal year to work with 2026 ▼

Date format to use ☒ MM/DD/YYYY ☐ DD/MM/YYYY

View Accounting Set to No to hide accounting tabs Yes


Personal Preferences Additional Information

- ❖ *Note: When setting up the beginning balances, this should be set for the year you are entering the balances. Review the two examples below and adjust the years accordingly for your situation.*
- ❖ *A fiscal year that is the same as the calendar year (Jan to Dec) – your fiscal year should be set to the year prior to when you want to start the system. If you are starting on Jan. 1st, 2026, then the 'Fiscal year to work with' setting should be 2025 while you enter the beginning balance and uncleared transactions. You would change this to 2026, however, before entering any Jan 2026 transactions.*
- ❖ *A Fiscal year that is not the calendar year, such as July to June – typically a non-calendar fiscal year, will start in the year of the following calendar year (IE, July 2025 will be the start of your 2026 fiscal year.) If you were planning to start the system in July 2025, you would set this fiscal year to 2025 to enter the beginning balances and uncleared transactions in the prior month, June, which is part of the 2025 fiscal year. When you are ready to enter in data for the 2026 fiscal year starting on July 1st, then change this setting to 2026.*















3. Accounting Funds & Divisions- If your organization is for profit and you only track one department or location, you can skip step 3.

- Nonprofits go to General Ledger → Funds → Accounting Funds
- Businesses go to General Ledger → Divisions → Division Maintenance
- Add a new fund/division:
 - Click 'Add New Fund' or 'Add New Division' in the top left.
 - Enter the Name, select the 'Status', and 'Fund Type'.
 - The fund is automatically saved.




General-Ledger : Accounting Funds  [? help](#)

[Add New Fund](#) ☒ Hide Closed and Inactive

Fund Name 	Fund Type	Fund Status	Delete 
<input type="text" value="Search..."/>			
Capital Campaign	Restricted 	Active 	
Endowment Fund	Unrestricted 	Active 	
General Fund	Unrestricted 	Active 	

General-Ledger : Division Maintenance  [? help](#)

[Add New Division](#) ☒ Hide Closed and Inactive

Division Name 	Division Type	Division Status	Date Closed	Journal
<input type="text" value="Search..."/>				
General	Unrestricted 	Active 	00/00/0000	

Accounting Funds Additional Information

❖ If using the membership side of the system, it's essential to understand that **two different types of Funds** can be created. Understanding the differences is essential to setting up the chart of accounts, funds for donations, and funds for accounting. It also helps to know which side of the system corrections are made, as both sides can work independently or together within one system.

Donation Funds

- Donation Funds (D-Funds) are funds that people donate to. Donation Statements are printed from information posted to D-Funds, and corrections to those statements must be made on the donation side of the system.

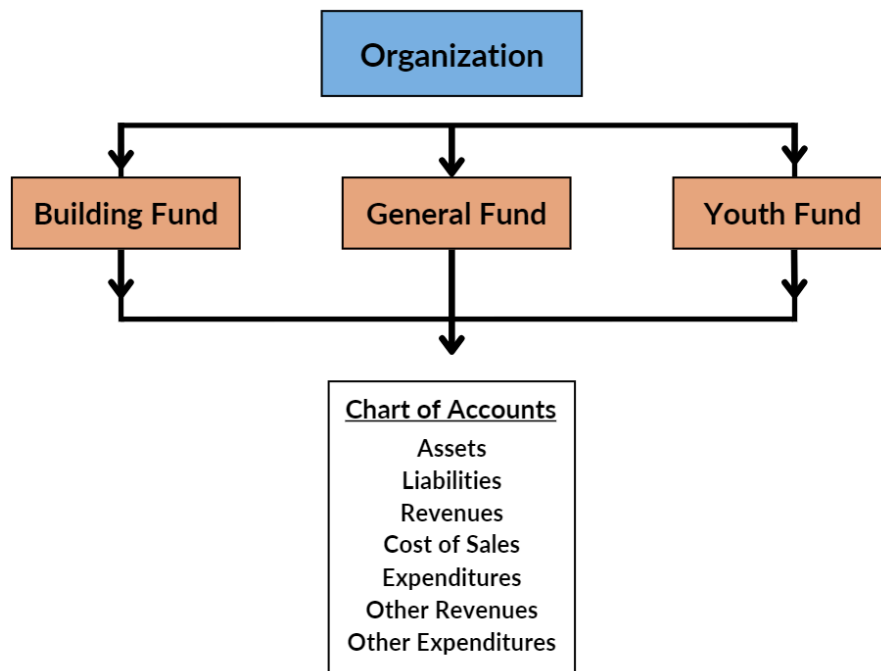


- Donation Funds are entered through the Donations module in the Donations → Funds & Donations window.
- Some differences are: D-Funds start at zero each year, money is not rolled over to the new year, they contain pledges, and the balance **does not** go up and down.

? Accounting Funds

- Accounting Funds (A-Funds) are funds defined by the financial group to manage the finances. When a financial statement is incorrect, the user corrects the transaction on the accounting side of the system.
- A-Funds do not zero each year; their balances roll forward. Budgets can be entered by A-fund, and fund balances fluctuate depending on revenue and expenses.

- ❖ Fund names can be modified anytime.
- ❖ A fund cannot be deleted once dollars have been posted to it; however, its status can be set to 'Inactive.' Once the status is set to Inactive, the fund will no longer appear in any drop-down menus. The fund will appear in financial reports, provided activity occurred during the specified date range.
- ❖ If you need to merge funds, you can do this with the 'Close Fund' option under the GL menu. Closing a fund will prompt you to choose which fund to move the history into.
- ❖ Below is a conceptual illustration of how funds work with the Chart of Accounts (COA) under the organization's authority. The funds oversee the COA, not the other way around. For example, the checkbook is not assigned to just one fund. The funds keep track of how much money each has within the checkbook. Icon Systems runs reports at the fund level. All funds share the same COA, so it is possible to have one revenue account tracking the revenue for the Building, General, and Youth Funds. The organization would still know exactly how much revenue came into one revenue account as reports are created based on each fund. Think of funds as an additional layer of reporting.



- ❖ A separate 'Statement of Activities' (sometimes referred to as a Profit and Loss statement) and a 'Statement of Financial Position' (sometimes referred to as a Balance Sheet) can be run for each fund defined and for all accounting funds combined.



❖ Funds are Net Asset accounts and can't be directly affected by journal entries. Net Assets (Funds) decrease or increase based on transactions like writing a check for an expense item or entering in revenue. In this process, you assign the transaction a fund that is affected, therefore making its balance go up or down. Funds are separate from the debit and credit disbursement accounts.

4. Chart of Accounts (COA)

- Go to General-Ledger → GL → Chart of Accounts.
- You can use this window to view the chart of accounts, rename an account, delete unused accounts, inactivate accounts, move an account, or create new accounts.
 - You have the option to install a default chart of accounts. Accounts that are not required can be renamed or removed. This is indicated to the right of each account in the 'Required' column. If there is an 'N,' it can be modified. If it's a 'Y,' it's a required account and cannot be modified; however, sub-accounts can be created.
 - Accounts can be added as needed, so it's best to start with a small COA. To set up the beginning balances, you need to add the assets and liability accounts.
- Adding a New Account:
 - Click 'Add New Account'.
 - Select the Account Type (Assets, Liabilities, Revenue, Expenditures, etc.).
 - The sub-account drop-down contains information based on the selections from the first three drop-downs. Leave this field set to 'Not a sub-account' if the account being added is a major account. If the account is to be a sub-account of another account, then select its major account from the drop-down list.
 - Press the 'Save' button to add the account to the system. Clicking 'Close' returns you to the main COA window.

Add a New Account

Account Type	Assets	▼
Assets	Bank	▼
Type Detail	Checking	▼
Sub-account of	Not a sub-account	▼
Account Name		
Description	optional	

Save
Close

Chart of Accounts (COA) Additional Information

❖ Because this is a true fund-based accounting system, it has a single chart of accounts, and every fund has access to every account. For this reason, we strongly recommend that account names be kept generic. For example, 'Office Supplies—General' and 'Office Supplies—Youth' should be replaced with one account: 'Office Supplies.'



- ❖ The COA can be defined up to three levels deep, as shown below. The account 'Pastor Car' is a sub-account of 'Vehicle Insurance,' which is a sub-account of 'Insurance.' Accounts always appear in an alpha-numeric sequence within their level.

Insurance	Expenditures
....Building Insurance	Expenditures
....Unemployment Insurance	Expenditures
....Vehicle Insurance	Expenditures
.....Pastor Car	Expenditures
.....Preschool Van	Expenditures

Account Name	Account Type	Category - Detail
Search...		
....Hymnals	Expenditures	Operating Expenses
....Liturgical Expenses	Expenditures	Operating Expenses
....Musicians Expense	Expenditures	Operating Expenses
....Organ/Piano Expense	Expenditures	Operating Expenses
....Sound Equipment	Expenditures	Operating Expenses
Test Account	Expenditures	Other Expenses
Bank Interest	Other Revenues	Interest Income
Investment Income	Other Revenues	Interest Income
....CD Interest	Other Revenues	Interest Income
AP Discounts Taken	Other Revenues	Miscellaneous Income

- ❖ Each account belongs to an Account Type. The system breaks down the accounts according to the acceptable accounting standard of Assets, Liabilities, Revenues, Cost of Sales, Expenditures, Other Revenues, Other Expenditures, and Other Financial Sources / Uses.
- ❖ **Note on Checkbook types (important):** If you need to write checks from an account, although it may be a savings, money market, or other type of asset account at the bank, you will want to enter these as a checkbook type. **Type-Detail: Checking is the only account that can be used for writing checks.** If an account was set up with the wrong type-detail (savings, for example) and you realize you need to write checks, you will not have this ability, and you can't transfer the information from one account to another.

5. Entering Beginning Balances

- Go to General Ledger → Funds (or Divisions) → Beginning Balances
- Whatever accounting system you were using, will have balances for each fund/division (Net Asset). Those balances will be needed to distribute the money within each account.
- We recommend using the end of the month for balances so you have official bank statements.



- Icon Systems is a true fund accounting system, so each fund will have a beginning balance- assuming its balance is not zero.
- **Remember:** No matter what system you are coming from, the bank statement balance is indisputable and should be used over the current systems reports.

General-Ledger : Beginning Balances ? help

If the account you want does not exist please proceed to the Chart of Accounts to add it.

Beginning Balance Month
December 2025

Bank Accounts 1

Accounts Receivable

Fixed Assets

Other Assets

Accounts Payable

Credit Cards

Liabilities

Notes Payable

Complete Beginning Balances

Post or Clear 5

Select a Bank Account Checking 2

Balance on the Bank Statement	\$155,015.36	<input checked="" type="checkbox"/> 3
Unreconciled Deposits	\$0.00	<input checked="" type="checkbox"/>
Unreconciled Checks	\$347.11	<input checked="" type="checkbox"/>
Unreconciled Bank Balance	\$154,668.25	

Search...

\$82,356.71	General Fund
\$38,971.09	Building Fund
\$17,412.15	Memorial Fund
\$10,711.41	Missions Fund
\$5,216.89	Youth Fund

\$0.00 Amount Left To Distribute

1. Bank Accounts: Click 'Bank Accounts' on the left.

2. Select a Bank Account: Click on the drop-down and select a bank account.

3. Edit Icon: Click on the icon to enter dollar values.

- **Balance on the Bank Statement:** This opens another window where you will enter the balance from your bank statement.

Balance on the Bank Statement

155015.36

Save

Close

- **Unreconciled Deposits:** Enter deposits that have not yet been posted to the bank statement.
- **Unreconciled Checks:** Enter uncleared checks.

Enter any Checks that do not appear on the Bank Statement

Click an amount to delete a Check

Check #	Check Date	Amount
1816	12/16/2025	22.87
1817	12/16/2025	109.16
1818	12/16/2025	215.08
End Of List		

Check Number 1819
Check Date 12/16/2025
Check Amount 0.00
Add

4. Amount Left to Distribute: Distribute the checkbook balance to the individual funds/divisions. The Amount Left to Distribute should be zero when you are finished making your distributions.

Search...

\$82,356.71	General Fund
\$38,971.09	Building Fund
\$17,412.15	Memorial Fund
\$10,711.41	Missions Fund
\$5,216.89	Youth Fund
\$0.00	Amount Left To Distribute

- Once you are finished entering all the information for the bank accounts, move on to Fixed Assets, Other Assets, Liabilities, and Notes Payable in the left menu until you have all of your information entered. AR, AP, and Credit Card information can be entered using the beginning balance window or the module itself. If you use the module to enter beginning balances, please remember to maintain the beginning balance date for transactions.

5. Posting Beginning Balances:

- Once you are finished entering **all** beginning balances, click 'Post or Clear.'
- This will launch a new window with two options, 'Post Beginning Balances' and 'Clear.'
- By posting the beginning balances, the information will be entered into the accounting system.
- If accounts do not balance (the Amount left to Distribute is not zero), you will receive an error. Once you have fixed the error, try posting again.
- If you forgot to include something, you can go back, add it, and post again. **This will not duplicate the prior posting.** It will only post what was added.
- Beginning Balances cannot be modified once transactions have been reconciled.
- The second option is to Clear. **This will clear ALL BEGINNING BALANCES entered.** Only use this button if you wish to start over again.

Beginning Balance
Month
December 2025

Bank Accounts

Accounts Receivable

Fixed Assets

Other Assets

Accounts Payable

Credit Cards

Liabilities

Notes Payable

Complete Beginning
Balances

Post or Clear

Checking ▼

Apply the Beginning Balance values

Post Beginning Balances

Clear the Beginning Balance
values you Previously Posted

Clear

6. Entering Vendors

- Vendors can be added in Banking or Accounts Payable (AP).
 - Banking → Enter Transactions and click 'Add/Edit Vendor' at the top of the window.
 - AP → Enter & Pay Invoices and click 'Add/Edit Vendor' at the top of the window.
- Once vendors are entered, they can be used in Accounts Payable (AP), Credit Cards, and Check Writing. These modules share the same vendor list and consolidate the vendor activity on one screen (AP → Vendor Activity) no matter where the transaction happened.
- To enter a vendor, enter their name, address, and other information and click save. This information can be modified at any time. 'Vendor Name' is the only required field.
- **Note (Important):** If 1099 information is needed for vendors, please ensure the 'Track 1099' option is set to 'Yes' and click the 'Save' button.
- A 'Default Fund' (division) and 'Default Expense' can be entered for the vendor, speeding up the input when writing checks. If these options are not selected in the setup screen, they will be assigned with the first transaction attributed to this vendor.



List of Vendors Moorhead Utilities ▼

Vendor Name Moorhead Utilities

Name on check Moorhead Utilities

Bookkeeper

Address 1 1100 32nd Ave S

Address 2 Suite G

City Moorhead

State MN Postal Code 56560

Country

Email

Terms Net 30 ▼

Discounts Taken *** Select An Account *** ▼

Default Expense No Default Account Selected ▼

Default Fund Select Default Fund ▼

Website

Extra 1

Extra 2

Vendor Form

Business Phone (218)236-1899

Cell Phone

Cell Phone 2

Fax

Tax Id

Account Id

Track 1099

Vendor Notes

7. Entering Uncleared AP Transactions- If the organization is cash-based, skip this step

- To enter previous AP invoices, go to AP → Enter & Pay Invoices.
 - Only use AP if your organization uses Accrual-based accounting. If you are unsure which method to use (Accrual or Cash Basis), review the bylaws or consult the board. Keep in mind that Accrual-based accounting is more time-consuming.
 - Any outstanding invoices that have not been paid should be entered using a date of 12/31 if your fiscal year is Jan – Dec or June 30th if you have a July to June fiscal year.

Enter Invoice / Credit Memo

Pay to the Order of Moorhead Insurance ▼

Invoice / Credit Memo Invoice ▼

Terms Net 30 ▼

Memo

Doc Number

Date 05/08/2025

Due Date 06/07/2025

Amount 752.00

Vendor History

Date	Amount	Doc Number
05/17/2023	-20.00	
05/17/2023	100.00	
04/09/2021	100.00	

+/-	Fund	Account Type	Account	Debit	Credit	Memo
-	General Fund ▼	Expenditures ▼Building Insurance ▼	\$752.00	\$0.00Building Insurance
+						

8. Entering Credit Card Payables- If the organization does not have any outstanding credit card charges, skip this step

- Go to Banking → Enter Transactions. Click ‘Enter Charge’ on the line specific to the credit card you want to input a charge for. Select a vendor and enter a memo if needed. Designate whether the transaction is a charge or credit in the drop-down menu. The Ref # defaults to

EFT; update it if needed. Enter the date and dollar amount. Select the appropriate fund/division and expense account if needed and Click 'Post Transaction' when finished.

- A credit card charge increases the Credit Card Payable (Credit Card) selected, while a credit memo reduces the Credit Card Payable account selected.

Enter Charge

Credit Card Master Card ▼ Balance \$500.00

Vendor Costco ▼ [Add Vendor](#)

Credit Card Memo

Charge or Credit Charge ▼

Ref # EFT

Date 05/08/2025

Dollar Amount 200.00

Vendor History

Date ▼	Amount ▼	Doc # ▼	Memo ▼
There are no records to show.			

+/-	Fund	Account Type	Account	Debit	Credit	Memo
-	General Fund ▼	Expenditures ▼	001 Groceries ▼	100.00	0.00	001 Groceries
-	General Fund ▼	Expenditures ▼Small Tools & Equipment ▼	100.00	0.00Small Tools & Equipment
+						

9. Entering AR items & Customers- If the organization does not use AR skip steps 9 & 10

- Before entering invoices in Accounts Receivable (AR), the organization must set up the Items List and the Customers List. These lists are both set up under AR → Invoices and Payments. Items could include room rentals, books, and supplies. Customers are the people who purchase items or services from the organization.
- To add or edit Items, click 'Add/Edit Items' at the top of the window. Prices, descriptions, and other aspects of the item can be modified when the invoice is created. You can edit items by clicking the pencil/paper icon to the left of the Item name on the Invoices & Payments window.
- Click 'Add New Item,' give the item a code, description, and price, and choose a revenue account the payment will be credited to.

Item List

+/-	Item Code ▼	Description ▼	Price ▼	Account	Inactive ▼
Search...					
-	Full Time Day Care	Full Time Day Care	400.00	Revenues :Program Fees ▼	<input type="checkbox"/>
-	Bible	Bible	10.00	Revenues : Church Bake Sale ▼	<input type="checkbox"/>
-	Blanket	Blanket	24.00	Revenues :Fall Bazaar ▼	<input type="checkbox"/>
-	Worship CD	Worship CD	12.00	Revenues : Events ▼	<input type="checkbox"/>
-	Room Rental	Room Rental	50.00	Revenues :Room Usage Rental ▼	<input type="checkbox"/>
-	CC	Confirmation Class	40.00	Revenues : Events ▼	<input type="checkbox"/>

Add New Item
Close

- Entering customers is similar to entering vendors in AP. The 'Customer Name' field is the only required field to save the customer record, but you can use the record to the extent you like. There is a notes area where you can keep a log of communication. Additionally, applicable taxes and terms can be set up that will be applied to the customer.

AR : Invoices & Payments ? help

[Add Invoice / Credit Memo](#)
[Add/Edit Customer](#)
[Transfer Transactions](#)
[Refund Customers](#)
[Recurring Batches](#)
[Customer List / Item List](#)

List of Customers [Add New Customer](#)

Customer Name Theresa Nevin

Name on Invoice Theresa Nevin

Bookkeeper

Account Id

Address 1

Address 2

City

State Postal Code

Country

Email

Terms Net 30

Discounts Taken *** Select An Account ***

Tax Code Tax Exempt

Tax Id

Website

Business Phone

Cell Phone 1

Cell Phone 2

Fax

Customer Form

Ship To Address

Name Thereas

Address 1

Address 2

City

State Postal Code

Country

Customer Notes

[Print Label](#)
[Print Envelope](#)
[Delete](#)
[Close](#)
[Save](#)

10.Entering AR Invoices

- Enter only those items that were sold and have not yet been paid before the beginning balance date.
- Go to AR → Invoices & Payments → Add Invoice / Credit Memo
- Select the Customer
- Enter the P.O. Number and Accounting Memo if needed
- Enter the date of the invoice
- If needed, select the fund/division and then the item. The link item description should populate based on what you entered when setting up your sale items. Then enter the quantity and click 'Post Invoice'.

Enter Invoice / Credit Memo

Invoice Customer Patricia Muntio

Invoice / Credit Memo Invoice

Terms Net 30

P.O. Number

Accounting Memo

Date 05/08/2025

Ship Date 06/07/2025

Remit To MainOrg

Sales Rep -

Via -

Customer History

Date	Amount	Inv/CM
03/31/2025	50.00	Invoice-86
09/23/2021	24.00	Invoice-41

+/-	Fund	Item	Line Item Description	Quantity	Unit Price	Tax %	Ext Price
-	General Fund	Room Rental	Room Rental	1	50.00	0.000	50.00

11. First Bank Statement Reconciliation

The first reconciliation is different from most because you won't be marking transactions from your statement but rather the beginning balances that have been entered.

Reconciling the beginning balances is important because any unreconciled transactions will continue to show as transactions that need to be reconciled in future reconciliations.

1. Go to Banking: Reconcile Account. Select the account to reconcile and click 'Add Statement'.
2. Enter a Statement date. The date you choose should be the date of your beginning balances. In this example, we're using 12/30/2024 to match our beginning balance date.
3. The Beginning and Ending Balance can be left at \$0.00 since you're not reconciling a bank statement.
4. Click on the 'Edit Reconcile' icon to open the reconciliation window.

Banking : Reconcile Account

Account: Checking

From 01/01/2025 to 12/31/2025

Add Statement

Statement Date	Beginning Balance	Ending Balance	Interest	Service Charges	Deposits	Withdrawals	Edit Reconcile	Status	Unpost	Delete
12/30/2025	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		Unposted		

5. Click to mark the transactions with the BBAL label that **are not** outstanding deposits or checks. You will need to reconcile outstanding transactions when they clear the bank.
- In the example above, the balance for the account at the end of 2024 is \$7,865.93. That balance is used to start 2024. There are no outstanding checks or deposits, so the only transaction to mark is BBAL-1.

Banking : Reconcile Account

Account: Checking

Reconcile Statement 12/30/2025

Beginning Balance	Interest	Service Charges	Net Transactions	Calculated Balance	Ending Balance
\$0.00	\$0.00	\$0.00	\$155,015.36	\$155,015.36	\$0.00

Interest Account: Bank Interest

Service Charges Account: Bank Service Charges

Fund for Interest & Service Charges: General Fund

Transactions

Mark All	Date	Deposits	Withdrawals	Payee	Ref. #
<input checked="" type="checkbox"/>	12/15/2025	\$155,015.36		BBal Entry	

Bank Reconcile additional information

- ❖ **Important:** After the first bank reconciliation, beginning balances can't be entered or changed using the 'Beginning Balances' screen. Corrections will need to be made using a journal entry.
- ❖ **NOTE:** It is critical to have the first statement correct. This will affect all future statements.
- ❖ Once the first statement is entered and the BBAL transactions are reconciled, click the print button at the bottom left and select the "Unreconciled" report. This report will confirm that the system and bank statements are in balance.

You're all set!

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